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TIMOTHY K. WEBB, Ed.D.
COMMISSIONER

TO: High School Principals
FROM: Mary Taylor
DATE: October 13, 2008
RE: ACT for Tennessee

cc: System Testing Coordinators

In the spring of 2009, all grade 11 students will be given the opportunity to participate in a statewide administration of the ACT assessment. The test will be administered on Wednesday, April 22, 2009. There are critical actions that each participating Tennessee public high school needs to take **prior to October 31, 2008**.

In order to establish your high school to administer the ACT for Tennessee Statewide Test you will need to complete the following actions:

- 1) As principal, please complete the enclosed *ACT for Tennessee State Testing School Information—2009* form and return it to ACT **by October 31st, 2008**. Forms may be returned via fax (319) 337-1019 or in the postage-paid return envelope provided. Enclosed in your packet you will also find two checklists of dates (one for standard time testing and one for accommodations testing), a summary of standard testing requirements, a summary of Test Administration policies, and a list of qualifications and responsibilities for your school's Test Supervisor, Back-up Test Supervisor, and Test Accommodations Coordinator. Also included is a memo with details about the training workshops that will be held in January 2009. Please read these materials carefully.
- 2) Select three key staff members for your school:
 - a. Test Supervisor
 - b. Back-up Test Supervisor
 - c. Test Accommodations Coordinator

It is important that the staff you appoint are not related to, or guardian of, any examinee participating in the statewide administration of the ACT anywhere in Tennessee this year. Relatives include children, stepchildren, grandchildren, nieces, nephews, and siblings.

- 3) Please distribute the enclosed three packets of materials to the staff you appoint to serve as the Test Supervisor, Back-up Test Supervisor, and the Test Accommodations Coordinator. They will need to read the materials, complete the appropriate forms, and return them to ACT **by October 31st, 2008**. Also included in their packets are the checklists, summary of standard testing requirements, a summary of Test Administration policies, and a list of qualifications and responsibilities for their appointed position, as well as an invitation to attend a required training workshop in January 2009.

(over)

The Tennessee Department of Education (TDOE) expects that nearly all high schools will be able to make arrangements to administer the ACT for Tennessee Statewide Test in their school buildings. If your school is unable to meet the requirements as defined on *The ACT for Tennessee Standard Testing Requirements* document, and you need to test at a site **other than your school**, you must complete and submit the *Proposal for Off-Site Administration of the ACT for Tennessee* located on the Tennessee Department of Education website. Requests for off-site administration must be completed and submitted to ACT **by December 12th, 2008**. It is the principal's responsibility to be sure these requirements are met; however, it is recommended that you confer with your appointed Test Supervisor or Test Accommodations Coordinator.

Please periodically check the TDOE website, <http://www.state.tn.us/education/assessment/ACTtesting.shtml> for updated information regarding the spring 2009 statewide administration of the ACT.

If you have questions about the statewide administration of the ACT, please contact me by phone at 615-253-6031 or by e-mail at **Mary.E.Taylor@state.tn.us**, or you may contact ACT at (800) 553-6244, x2800, or by e-mail at **tntest@act.org**.

Enclosure